

19 APR 1954

OFFICE OF PERSONNEL MEMORANDUM NO.

SUBJECT: Overslotting for Purposes of Processing and Entering  
Individuals on Duty with Elements of DD/I

1. GENERAL

The following procedures implement an agreement with the Office of the Deputy Director (Intelligence) whereby "Temporary Identical-Additional" positions will be established for DD/I in order that they may maintain their current strength at or close to the actual authorized strength. Individual components of the DD/I shall be permitted to exceed their current ceilings for recruitment, processing and entrance-on-duty purposes so long as the overall DD/I on-duty ceiling is not exceeded. This agreement covers the use of positions which are IAable (i.e. group type jobs) and does not provide for the double incumbency of key (one of a kind) technical or supervisory positions, except as indicated in this instruction.

2. PROCEDURES: Multiple-incumbency of IAable Positions in DD/I

a. Processing of Personnel Actions

- (1) Request for Personnel Action, SF-52, will be prepared in accordance with normal procedures except that the position number will consist of the basic number of the IAable position followed by the digits .99. This will identify the action as involving a temporary identical additional position. In the remarks section of the SF-52 a statement will be made which will justify the action requested.

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Example

T/O Listing

Temporary IA Actions  
(any number)

DO (General) GS-0132.06-9 88  
~~Intel. Officer GS-132-9 B8~~  
~~Intel. Officer GS-132-9 B8.01~~  
 DO (General) GS-0132.06-9 88.01  
~~Intel. Officer GS-132-9 B8.99~~  
 DO (General) GS-0132.06-9 88.99

- (2) The Placement Officer servicing the component will be responsible for authorizing the establishment of the temporary IA position. The action will be processed routinely without referral to CWD unless position has been flagged. Position Control Section will monitor these overslotings and insure that the overall DD/I ceiling is not exceeded. Service Record Card for the employee and Identification Strip for the Temporary IA position will be established. These will be filed immediately following the last regular IA T/O position, bearing the same basic position number in the organizational unit concerned. Upon each such position being vacated, identification strip will be removed, thereby automatically cancelling the temporary position.
- (3) Temporary IA positions thus established will not appear on the regular T/O. However, the names of personnel encumbering these positions will be grouped by each basic position number on the quarterly T/O and incumbency listing. The digits .99 will readily identify personnel in "temporary IA" status, and the T/O run will include data as to name, occupational code and grade.
- (4) When regular T/O positions become available for

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IA to them, Office of Personnel will shift such personnel to the regular T/O position. Since only the position number is involved, no need exists for SF-52 to be initiated by operating office and subsequent detailed processing to be done. The Position Control Section will initiate a weekly listing reporting this type of change with copies distributed to the operating office, Machine Records, employee file and Fiscal or Finance Division.


b. Special Procedures for Key (One of a Kind) Technical or Supervisory Positions

The procedures indicated in paragraph a., above, shall be followed except that the requested "Temporary IA" position shall not be established unless the requesting action is accompanied by a personnel action, or statement indicating a resignation or re-assignment "in hand" effective within 30 days of the effective date of the action establishing the "Temporary IA" position.

  
George E. Meloon  
Deputy Assistant Director  
for Personnel

25X1A

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*Consensus obtained:*  
 - DD/I  
Comptroller.


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CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	AC/Plans	<i>MAH</i>	30 June 54
2	<i>D/Ch.</i> FRDS	<i>JFK</i>	30 June
3	Ex. Off. GAD/P	*	
4			
5			

FROM		INITIALS	DATE
1		<i>HZO</i>	30 June 54
2			
3			

☐ APPROVAL    ☐ INFORMATION    ☒ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☒ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

Remarks: DAD/P has signed the draft on the attached OPM regarding overslotting in DD/I. It is my understanding that this should be expedited for the signature of DAD/P and publication and distribution. HLO.

*\* Hand carried to DAD/P for signature*  
*Boan 54*  
*MAH*

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1		
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FROM	INITIALS	DATE
1		
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3		

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

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Rae

Pls incorporate  
in history file  
for OPM 20-500-2.  
Bent

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